

Development and Event Manager Position Description:



Camp Henry Mission Statement:

To provide life changing experiences for all in a Christian environment

The Development and Event Manager reports to the Associate Director

Primary Responsibilities: Leads and drives our Development and Fundraising Events efforts. Manages outreach, communications, grants, donor database, campaigns, and events to position Camp Henry to reach or exceed our annual fundraising goals.

The Development and Event Manager position is a part-time (20 hours a week), year-round position which is primarily an administrative position. The Development and Event Manager is a vital member of the Camp Henry team, as they are often the primary point of contact and liaison between Camp Henry and donors and other members of the Camp Henry community.

The Development and Event Manager will drive communication efforts with donors including fundraising appeals, event registrations, donor thank yous, campaign and project updates, and giving statements. They will also manage and execute 3-4 annual fundraising events.

The Development and Event Manager will work closely with Associate Director, Executive Director, and Camp Administrator.

Camp Henry has experienced incredible growth and been very successful over the past several years. We have been able to invest over \$10.5 million to significantly enhance and expand our facilities at camp.

In addition, we have had growing summer camp enrollment for several years in a row, serving over 2,200 summer campers in 2025. We anticipate that we will serve an additional 10,000 year round retreat guests this year – and we are already nearly sold out for the summer of 2026.

Our goal is to maintain our incredible positive momentum with our summer camp program and to continue to retain over 85% of our year round guest groups while also recruiting several additional new groups.

We are in the midst of EXTEND, our \$5.3 million campaign, and have already raised over \$3 million toward this total and completed multiple projects. Our goal is to raise the remaining \$2 million and to complete the final projects within this campaign by the end of 2027.

We are excited to welcome a new Development and Event Manager to join our year-round staff of 20 members as we look forward to challenging Camp Henry's potential and the exciting opportunities ahead.

Tasks and Areas of Responsibility:

1. Lead and drive our Development and Fundraising Events efforts.
2. Manage outreach, communications, grants, donor database, campaigns, and events to position Camp Henry to reach or exceed our annual fundraising goals.

3. Manage and execute 3-4 annual fundraising events.
4. Oversee and coordinate with event committee members and volunteers.
5. Oversee the process of communicating with all donors.
6. Be a positive and joyful presence when communicating with Camp Henry constituents.
7. Warmly and enthusiastically value and appreciate members of the Camp Henry community.
8. Establish funding mechanisms and opportunities, such as gifts from Donor Advised Funds, Qualified Charitable Distributions, Appreciated Securities, and the inclusion of Camp Henry in estate plans and as an IRA beneficiary.
9. Build relationships with summer camp families, retreat guests, and alumni.
10. Help to secure funding for Camp Henry's scholarship program, designed to assist campers and families with financial needs in being able to have a positive Camp Henry experience.
11. Seek out and secure grant funding for Camp Henry programs, campaigns, and initiatives.
12. Maintain and update our donor database.
13. Prepare and disseminate reports and information regarding development efforts.
14. Manage and monitor pledged and annual gifts.
15. Work to help identify, recognize, thank, and appreciate donors and supporters.
16. Support additional staff members that assist with development efforts and fundraising events.
17. Develop and create materials and resources that can be utilized through Camp Henry's website and social media outlets.
18. Ability to effectively communicate and to be trusted with sensitive financial/donor information.
19. Connect and communicate with Camp Henry parents and other stakeholders.
20. Support and foster Camp Henry's relationship with Westminster Presbyterian Church and its members.
21. Contribute in a positive way to the Camp Henry staff community.
22. Other duties as assigned.

Compensation

Compensation	\$20/hr
Benefits	<p>Employee Benefits</p> <ul style="list-style-type: none"> ● Earned Time Off (ETO), 9 days annually, earned at .35 per pay period at 20 hours a week ● Paid holidays based on holiday schedule and work days <p>Available at employee's expense</p> <ul style="list-style-type: none"> ● Vision ● Life insurance ● Long Term Disability Insurance
Meals	Meals are provided by Camp when food service is provided for summer camp or retreat groups with more than 30 guests.

Mileage	Mileage provided when personal vehicles are used for work related driving at rate set by Westminster Presbyterian church - reflective of current IRS mileage reimbursement allowance.
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We are excited to welcome a new **Development and Event Manager** to join our year-round staff team.

Interested applicants should send a cover letter and resume to Jake, Executive Director, jake@camphenry.org